



**Code: 1334**

Family: Human Resources

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Personnel

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## **CLASS TITLE: MANAGER OF HUMAN RESOURCES-PUBLIC SAFETY**

### **CHARACTERISTICS OF THE CLASS**

Under direction, works under the direction of a Senior Manager or Executive level classification managing a human resources unit within the Office of Public Safety Administration, and performs related duties as required

### **ESSENTIAL DUTIES**

- Manages and coordinates human resources functions, programs, and activities (e.g., talent management, onboarding and employment processing, recruitment, training and development, workforce planning, position classification, labor relations and contract administration, affirmative action, FMLA/leave of absence administration, reasonable accommodation, record keeping, employee safety, payroll administration, etc.)
- Establishes and monitors work priorities for human resources personnel in accordance with strategic goals of the department
- Manages staff, approves time off requests, and prepares staff performance evaluations
- Manages staff responsible for overseeing the selection, hiring, and promotion of civilian, uniform and/or sworn employees ensuring compliance with the City's Hiring Plan, hiring guidelines and processes
- Oversees the processing of personnel documents for civilian, uniform, and sworn personnel including personnel/payroll forms, reinstatements, military leave, terminations, and related actions (e.g., tuition reimbursement, educational transcripts)
- Establishes and implements work processes and procedures for human resource activities including the notification and processing of civilian, sworn and uniform candidates, the administration of promotional hiring process and the request for assignment transfer process
- Coordinates work efforts with the Department of Human Resources to ensure the effective and timely implementation of new and revised human resources programs, policies, and procedures
- Serves as a liaison between the department and union representatives on matters relative to collective bargaining issues, employee grievances and complaints, and advises management on union concerns
- Acts as a liaison with the Board of Ethics and public safety departments to ensure compliance for all required Ethics training
- Acts as a liaison with the Department of Human Resources and public safety departments to ensure compliance for all required citywide training
- Acts as a liaison with the Department of Law and other City departments to effectively respond to and resolve personnel concerns involving bargaining unit contract grievances, employee grievances, equal employment opportunity complaints, discrimination charges, and other personnel issues
- Participates in the preparation and monitoring of the department's annual personnel budget and hiring plan
- Oversees the maintenance of employee personnel records, ensuring all personnel actions are recorded and required forms are completed and on file; ensure proper steps are followed for offsite file retention

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- Interprets and explains human resources policies and procedures to managers, supervisors, and department employees
- Manages and assesses training needs of departmental staff and coordinates the provision of appropriate training programs and services
- Prepares and directs the preparation of various personnel reports for management use
- Oversees timekeeping and payroll operations, as required
- Coordinates city-wide human resource initiatives with department management, Office of Budget and Management, DHR and other City departments, as required
- May oversee a department's administrative support functions

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

**MINIMUM QUALIFICATIONS****Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Business Administration, or a directly related field, plus five years of professional human resources experience of which one year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience.

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*principles and procedures of talent management, selection, training, compensation and benefits, labor relations, leave administration, and human resources information systems and records management
- \*management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources
- \*principles and practices of collective bargaining and contract administration
- \*applicable federal (e.g., FLSA, ADA, EEOC) and state laws, regulations, and guidelines

- \*applicable employee benefits policies and procedures
- \*applicable computer software packages and applications
- principles and practices of payroll and timekeeping

Moderate knowledge of:

- \*supervisory methods, practices and procedures
- \*budget preparation methods, practices, and procedures
- \*training methods, practices, procedures, and resources

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*TIME MANAGEMENT - Manage one's own time or the time of others
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

**Other Work Requirements**

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
Date: August, 2021